



COOK

Announcement # IH10-024

Salary: \$12.10 per hour Series/Grade: NA-7404-06

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

LOCATION: CDC – INDIAN HEAD

OPENED: 23 December 2010

CLOSES: Open Until Filled

AREA OF CONSIDERATION: ALL SOURCES

FLEXIBLE (0 – 40 hours per week no benefits offered)

TO APPLY: Download forms on <https://cnic.navy.mil/NDW/About/Jobs/>

Submit required forms OF-612 AND OF-306 to: Fleet and Family Readiness Program, Attn: HR Office, 47402 Buse Road - Bldg. 467, Patuxent River, MD 20670. *A résumé may be included with the required forms, but NOT in place the OF-612 and OF-306.*

DUTIES AND RESPONSIBILITIES:

Prepares and cooks a variety of menu items including regular and special entrees and dessert items. Works alone or with a higher grade cook to roast, broil, bake, fry, boil, steam, and stew meats, fish, and poultry. Prepares soups, stocks, broths, gravies, sauces, and puddings without the use of packaged mixes. Makes a variety of dessert items such as baked Alaska, crepes, and mousses. Adjusts standardized recipes for the number of servings required in large quantity cooking. Maintains proper temperature for all foods during holding, transport, reheating, and serving to assure quality control and food safety. Prepares cold food platters; mixes and prepares cold sauces, meat glazes, molded aspics, and salad dressings. Carves vegetables and fruits as garnishes for food platters and dishes. Maintains rotation of food inventories to prevent spoilage. May assist management in purchasing and menu pricing decisions by performing yield tests for selected foods, in ordering items in accordance with daily and weekly menu requirements, and preparing food production worksheets from computerized recipe files. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Basic knowledge of food preparation principles and a practical understanding of the physical changes that occur during the processing and cooking of food. Working knowledge of the planning process involved in cooking an entire meal including different preparation methods for various food items, the necessary time for cooking these different items, and how to schedule and coordinate preparation to produce a properly cooked meal on time. Ability to evaluate a variety of raw and cooked food items to ascertain their freshness. Knowledge of standard formulas used in yield testing. Knowledge of principles of food spoilage, food borne illness, and food safety. Practical knowledge of methods and procedures necessary for ordering, issuing, and storing food items in accordance with inventory and sanitation requirements.

SPECIAL REQUIREMENTS:

Must be 18 years of age and a High School graduate or equivalent. Possess basic math skills. Understanding of food handling techniques; personal hygiene standards and safe work procedures. Working knowledge of sanitation standards and procedures to prevent contamination. Basic knowledge of recipe construction and measuring techniques. Ability to obtain a food handlers card. Ability to pass a pre-employment physical, provide evidence of immunization and be free of communicable disease. Must be able to satisfactorily complete all background investigations to include a National Agency Check with Written Inquires (NACI). Must be able to gain access to base computer system if necessary.

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Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

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